



STATE OF CALIFORNIA

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## CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION

915 CAPITOL MALL, ROOM 400

P.O. BOX 942809

SACRAMENTO, CA 94209-0001

TELEPHONE: (916) 653-3269

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Jane Thompson  
Executive Director

### JOB OPPORTUNITY BULLETIN

**CLASS:** Executive Assistant  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$3071 - \$3734

Under the direction of the Executive Director, with wide latitude for independent action, provides secretarial and administrative support to the Executive Director, Director of Policy Research (CEA 1), and Staff Services Manager II; independently carries out assignments and handles confidential/sensitive assignments with tact and diplomacy; and prioritizes and completes assignments in a timely, efficient manner.

#### **Essential Functions:**

- Relieves the Executive Director of administrative detail by processing the Executive Director's sensitive and confidential correspondence and contacts; screening the Executive Director's phone calls and receiving calls from and initiating calls to Commission members (who include the Treasurer, the Controller, the Governor or the Director of the Department of Finance, members of the Assembly and the Senate, and local officials), state legislators, local officials, federal officials, and representatives of the municipal finance industry on behalf of the Executive Director; receiving visitors; preparing sensitive correspondence and maintaining complex records of events, meetings, conferences, and seminars in which the Executive Director participates; making the Executive Director's travel arrangements and preparing travel claims for reimbursement of expenses; reviewing and formatting outgoing correspondence prepared by other staff for the Executive Director's or the Treasurer's signature for accuracy, consistency, and grammar; maintaining a calendar of the Executive Director's schedule; and preparing and routing confidential memorandums and documents.
- Relieves the Director of Policy Research of administrative detail and provides secretarial and office support to other Commission staff, particularly the Staff Services Manager II by making travel arrangements and preparing travel claims for reimbursement of expenses for Commission staff; researching and ordering equipment, supplies and services, based on the needs of the Commission; acting as timekeeper for the staff and processing the staff's monthly timesheets; assisting with the preparation and distribution of Commission and Technical Advisory Committee (TAC) meeting notifications and packets and distributing to all parties within the mandated or policy-based timeframes; taking roll call at meetings; maintaining records and files of Commission members and Commission meetings and TAC members and TAC meetings; records activities and completes other assigned projects both independently and as a team member, and providing backup assistance to other support staff screening phone calls.
- Uses broad knowledge of the Commission's operations and functions to assist the Director of Policy Research, by reviewing Issue Briefs, technical reports, and other research material, and the Staff Services Manager II, by reviewing seminar, symposia, conference, and meeting agendas, registration forms, and other educational material for accuracy, consistency, and grammar. Provides suggestions and comments for improving the clarity and/or format of these documents.

- Assists with arrangements for seminars, symposia, conferences, meetings and other similar events including processing registrations; maintaining records of the participants and the speakers; collecting and processing registration payments; arranging conference calls with seminar speakers; answering general questions regarding events; assisting with the registration process at the event; assisting with the final documentation of the seminar, and developing a permanent file of the seminar. All of these tasks require a high degree of accuracy and attention to details, a high degree of coordination with other Commission staff, frequent contact with external participants, and a high degree of diligence to meet deadlines.
- Acts as lead over other support staff to ensure support tasks are performed on a day-to-day basis in accordance with office priorities and procedures. Performs other administrative duties as required.

### **DESIRABLE QUALIFICATIONS:**

- Computer skills, including PC word processing and spreadsheets.
- Ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
- Good work habits and dependability.
- Ability to gather and analyze data.
- Ability to work independently and accurately under very restrictive time frames, while adjusting to changing conditions.

### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

### **WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Executive Assistant.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "318-001-1728-001" next to the classification on your application/resume, i.e. Executive Assistant (318-001-1728-001).**

### **FINAL FILING DATE:**

Applications will be accepted **until filled.**

### **SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

**PUBLIC (916) 653-3100**

**CALNET (916) 453-3100**